

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE: Soccer Complex Operations Attendant
DEPARTMENT: Recreation Services
DIVISION: Soccer Complex Operations
REPORTS TO: Supervisor, Soccer Complex Operations
FULL-TIME: _____ **PART-TIME:** **TEMPORARY:** _____

BAND/LEVEL: NE/00
JOB NO: 9121
DATE: 7/30/2014
FLSA STATUS: NE
COST CENTER: 550

REPLACES: Soccer Complex Operations Attendant

DATE: 8/30/2010

JOB SUMMARY STATEMENT:

Assists in the daily operation and maintenance of the Overland Park Soccer Complex. Assists in maintaining soccer supplies, park fixtures and amenities. Provides assistance to tournament, league and general public. Performs minor ground landscaping. Supports Supervisor, Soccer Complex Operations and Assistant Supervisor, Soccer Complex Operations to cover 7 day operation from 8:00 a.m. to 11:00 p.m. throughout the soccer seasons and summer.

DUTIES AND RESPONSIBILITIES:

1. Assists in the day-to-day maintenance of soccer complex facilities.
2. Assists in maintaining soccer supplies and equipment.
3. Interacts with and provides assistance to tournament and league organizers.
4. Picks up and disposes of trash and recycling throughout the soccer complex.
5. Assists in assembling and maintaining park fixtures and amenities.
6. Performs minor ground landscaping, raking, weeding, and planting shrubs and flowers.
7. Provides general information to the public by answering questions, providing direction and explaining rules and policies.
8. The employee must work the days and hours necessary (includes weekends and holidays) to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Minimum 16 years of age.

EXPERIENCE:

No previous experience required.

SKILLS:

1. Manual dexterity
2. Attention to detail
3. Basic math skills
4. Time management
5. Good communication skills
6. Written and oral communication skills
7. Good listening skills

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Ability to prioritize multiple tasks
3. Ability to read and comprehend City policies and procedures
4. Ability to work in a hectic environment with many interruptions
5. Ability to analyze safety situations
6. Ability to carry out assignments through oral and written instructions
7. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Exposure to extreme weather conditions
3. Ability to lift 50 lbs. and transport 10 feet

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

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ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occasional	even / uneven surface
Walking	Occasional	even / uneven surface
Sitting	Occasional	golf cart
Driving	Occasional	golf cart
Bending	Occasional	misc. tasks require bending postures (shovel/rake/etc.)
Stooping	Occasional	misc. tasks require stooping postures
Twisting	Occasional	misc. tasks require twisting postures
Kneeling	Occasional	misc. tasks require kneeling postures (irrigation)
Squatting	Occasional	misc. tasks require squatting postures
Crawling	Occasional	misc. tasks require crawling postures
Stairs	Occasional	misc. environments require use of stairs
Ladders	Occasional	misc. environments require use of ladders

Lift and carry 50 lbs. x 10'.

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	occasional	type of job / tool dependent
Below Waist	occasional	type of job / tool dependent
Below Knee	occasional	type of job / tool dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	occasional	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent